Material and Process Change Approval Form

Use this blank record when a supplier proposes a change after sample, specification or order approval. Record the proposed change, affected references, verification required and written decision before production continues.

1. Project and change identity

Buyer / project		**Change request no.**	
Supplier		**Manufacturing location**	
Product		**Purchase order**	
Current revision		**Proposed revision**	
Request date		**Requested effective date**	

2. Type of change

[ ] Material grade or source	[ ] Subcontractor or production location
[ ] Production process or sequence	[ ] Tooling or critical equipment
[ ] Dimension or tolerance	[ ] Surface finish or appearance
[ ] Packaging, label or carton mark	[ ] Other change described below

Current approved condition

Proposed change and supplier reason

Affected orders, lots, samples, drawings or packaging versions

Scope note

This form supports commercial sourcing and project change control. It does not replace engineering approval, laboratory testing, regulatory review, statutory inspection or independent certification where those are required.

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3. Impact and verification plan

Review area	Potential impact	Evidence or verification required	Owner / due date
Product performance			
Dimensions / tolerance			
Appearance / finish			
Safety / compliance			
Packaging / labeling			
Lead time / capacity			
Cost / commercial terms			

4. Evidence reviewed

[ ] Revised drawing / specification	[ ] Material document / source record
[ ] New or revised sample	[ ] Test or measurement record
[ ] Production trial evidence	[ ] Packaging or label proof
[ ] Supplier written confirmation	[ ] Photo-based findings

Findings, deviations and open items

5. Decision

Decision	[ ] Approved [ ] Conditionally approved [ ] Revised sample required [ ] Rejected
Conditions / effective lot	
Buyer approver / date	
Supplier acknowledgement / date	
Production and inspection records updated by / date	